

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM

Approved For Release 2002/08/15 : CIA : BDR84-00780R009500160043-5

CENTRAL INTELLIGENCE AGENCY  
OFFICIAL ROUTING SLIP

TO	NAME AND ADDRESS		DATE	INITIALS
1	Deputy Director for Support 7D18 Hq.			
2				
3				
4				
5				
6				
	ACTION	DIRECT REPLY	PREPARE REPLY	
	APPROVAL	DISPATCH	RECOMMENDATION	
	COMMENT	FILE	RETURN	
	CONCURRENCE	INFORMATION	SIGNATURE	

Remarks:

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FROM: NAME, ADDRESS AND PHONE NO.

DATE

Director of Personnel 5E56 Hq. :   SEP 1964

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TRANSMITTAL SLIP		DATE CIA-RDP84-00780R000500160043-5
TO: <i>D/Pere Attn</i>		
ROOM NO. <i>5E56</i>	BUILDING <i>H3.</i>	
REMARKS:  <i>Returned per our telecon</i>  <i>OKT/g.</i>		
FROM: <i>EO-3D/5</i>		
ROOM NO. <i>241</i>	BUILDING	

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Remarks:

In a letter to the Director dated 9 January, the Chairman of the Civil Service Commission asked for a report on our progress in offering employment opportunities to the mentally retarded which he will include in a report to be submitted to the President before the end of the fiscal year.

Our suggested reply, prepared for your signature, is based on a check made with the Director of Security and the Chief, Medical Staff following our receipt of President Kennedy's memorandum of 12 September 1963 urging the employment of retardates. This was reported in our "current interest items" memorandum of 4 October 1963 which has been extracted and attached for your information.

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Director of Personnel 5E56 Hqs.

FEB 1964

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DD/D 04-015/

164-200

January 9, 1964

DD/S REGISTRY  
FILE Personnel

General John A. McCone  
Director  
Central Intelligence Agency  
Washington, D. C. 20501

Dear Mr. McCone:

The late President Kennedy on September 12, 1963, sent you and heads of other executive departments and agencies a special memorandum describing the leadership to be taken by Government in employing the mentally retarded and urging you to examine your operations and determine the extent to which you have positions which the retarded may fill without detriment to the service. President Johnson is continuing the policy set forth in that memorandum and I expect to give him, before the end of this fiscal year, the first report of Executive Branch progress and experience.

Employment under this program will be limited to persons who are employable and who are certified by the appropriate State vocational rehabilitation agency as qualified--physically, vocationally, and socially--to perform in a satisfactory manner the full duties of the position. Appointments will be made under a new Schedule A authority, in accordance with written agreements between the individual agencies and the Civil Service Commission. Your personnel director will explain the details, outlined in General Personnel Manual Letter 10, 1964.

Three agencies--the Department of Labor, the Department of Health, Education, and Welfare, and the Veterans Administration--have already agreed to hire qualified retardates for such work as food service, laundry, housekeeping, maintenance, messenger, simple mail, file, and clerical duties, and possibly certain other work in printing and reproduction sections. We ourselves will be making some appointments now and have already placed one retardate on our rolls.

I invite the active participation of your agency and ask your personal interest in seeing that your organization takes the necessary time, and makes the necessary effort, to identify those of your positions where the mentally retarded can perform adequately and those which, even with an adjustment to your operations, be modified to take advantage of the low relative productive capacity which many retardates

...in the same manner, as between Mr. Johnson, and  
the other members of the Cabinet, for which arrangements are made,  
and to make such arrangements as may be required  
to insure prompt delivery of the information requested.

Yours very truly,

J. W. McCloy

DDB DISTRIBUTION:

1 copy - DIPERS - In preparation of response  
1 copy - DDIS SUBJECT